

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0230860	10. Budget Program Number 629-26111		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) PSE – End-Dependence Project Manager			
3. Division Rehabilitation Services			12. Proposed Class Title			
4. Section Office of the Director	For Use By Personnel Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. X 100 %	Personnel	16. Audit Date: By:				Position Number
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Michael Donnelly	Director	K0204642

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same as above		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position is responsible for a major employment initiative for Rehabilitation Services (RS), including implementation of evidence-based practices, development of productive partnerships with community-based programs, monitoring and oversight to assure achievement of outcomes, and analysis of service delivery strategies for effectiveness, cost and potential replication. The employee will carry out assignments based on established contracts for the initiative and at the direction of the RS Director. The employee will report regularly to the Director to plan, review assignments and address progress on project implementation. This position will collaborate with the Central Office and Regional staff.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The purpose of this position is to provide management and oversight for End-Dependence Kansas, a multi-year initiative designed to increase employment outcomes of Kansans with disabilities, to promote self-sufficiency, and end/reduce dependence on public assistance benefits through employment. This project will implement evidence-based practices through community-based service providers. This position must effectively collaborate with and monitor these community partners to assure successful implementation and achievement of outcomes. A significant responsibility will be to coordinate and collaborate with the technical assistance/evaluation contractor and with multi-disciplinary staff teams implementing the initiative and related vocational rehabilitation services. The position will also facilitate collaboration among other initiative sponsors including the Kansas Department on Aging and Disability Services, the Kansas Department of Commerce, the Kansas Department of Health and Environment, and the Kansas Department of Corrections.</p> <p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
30%	E	<p>Project management Directs the implementation of the End-Dependence Kansas initiative.</p> <ul style="list-style-type: none"> ○ Oversees the development and provision of training, technical assistance and evaluation services provided through the contractor. Assures provision of training and technical assistance necessary to effectively implement evidence-based practices. Reviews and approves invoices. Assures accuracy and compliance with federal and state expenditure rules. Reviews any requests for budget or scope amendments with the Director prior to taking action. ○ Directs the collection, verification and analysis of data to monitor performance and trends, to identify emerging best practices, and to develop recommendations for replication or changes in methodology. ○ Oversees cost studies to determine appropriate service provider rates. ○ Works with the Director, Regional Program Administrators and the Policy/Field Support team to facilitate development and use of multi-disciplinary staff teams to implement the initiative and provide related vocational rehabilitation services.
40%	E	<p>Oversight of community service providers/contractors Collaborates with community service providers/contractors to effectively implement the direct service component of the End-Dependence Kansas initiative.</p> <ul style="list-style-type: none"> ○ Coordinates with the RS Director, Regional and Central Office to develop referral protocols and process/procedure enhancements to streamline coordination between contractors and vocational rehabilitation services. ○ Maintains direct monthly contact with each contractor to discuss progress in implementing the initiative, barriers which might impact success, and strategies for continuous improvement. ○ Reviews and approves monthly invoices. Assures accuracy and compliance with federal and state expenditure rules. Reviews and approves requests for line item changes. ○ Reviews and analyzes status reports, outcome reporting, and progress reports for contracted services,

		<p>and makes recommendations for interventions or improvement plans as needed. Assesses contractor performance and secures necessary technical assistance, training, or developmental opportunities as needed to support initiative objectives.</p> <ul style="list-style-type: none"> ○ Conducts site visits and reviews performance of contractors, case files, documentation of training and services, etc. ○ Monitors implementation of evidence-based practices.
20%	E	<p>Collaboration and planning</p> <ul style="list-style-type: none"> ○ Facilitates collaboration and planning with initiative sponsors including the departments listed in #18. ○ Develop partnerships with KanCare Managed Care Organizations to ensure collaboration, data-sharing, outreach activities and linkages with care coordinators. ○ Facilitates team meetings and ongoing planning/communications among the technical assistance contractor, the Director, the Policy/Field Support unit, and Regional teams to assure progress, continuous improvement, coordinated planning, consistency in messaging, and analysis. ○ Actively seeks opportunities and secures commitments for effective systems change or capacity building among service providers and community or state agencies. ○ Organizes and facilitates periodic statewide initiative meetings to promote consistent messaging related to the purpose/vision of the initiative as well as learning opportunities.
10%	E	<p>Administration</p> <ul style="list-style-type: none"> ○ Advises the RS Director on issues impacting opportunities for successful implementation of evidence-based practices, capacity building and systems change. ○ Represents RS on internal or external teams or advisory groups. ○ Provides training to regional staff. ○ Writes reports and makes presentations related to End-Dependence Kansas. <p>All assignments and work are reviewed by the Director for quality, timeliness and outcomes.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to facilitate effective collaboration and implement evidence-based practices would negatively impact employment opportunities and outcomes for Kansans with disabilities as well as impact working relationships with essential community-based service providers/contractors. Failure to accurately monitor contracts could result in expenditure anomalies.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

To carry out duties described in the position description, the employee will be required to have frequent contact with the technical assistance/training/evaluation contractor and the numerous community service providers that contract for the direct provision of services. Contact with Central and Regional RS staff will be frequent to facilitate success of the initiative. The employee will also be required to develop collaborative working relationships with staff of other states agencies that are sponsors of the initiative. Presentation of training, facilitation of collaborative team meetings and planning, and public speaking are required.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Frequent travel (including overnight) will be required to monitor implementation of the initiative. The potential exists for normal travel hazards associated with automobile travel.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer, printer/ fax machine, telephone, copier, video camera, and camera used regularly. Vehicle for travel as needed.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Three years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Master's degree in Rehabilitation Counseling, Public Administration or closely related fields; or a bachelor's degree in Rehabilitation Services, Public Administration or closely related fields PLUS three years of experience.

Licenses, certificates and registrations

Certifications in areas of evidence-based practices such as the Individual Placement Support model or the Discovery/Supported Employment model.

Special knowledge, skills and abilities

Demonstrated abilities in planning, facilitation, project management, training and communications.

Experience - length in years and kind

Experience working with people with disabilities to achieve competitive integrated employment.
General experience working to empower people with disabilities to achieve self-sufficiency and independence.
Significant (three to five years) project or contract management experience.

28. **SPECIAL QUALIFICATIONS**

Must maintain security clearance throughout employment.

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date